



State of Tennessee  
 Department of Children's Services (DCS)  
 Cordell Hull State Office Building, 7th Floor  
 436 Sixth Avenue North  
 Nashville, Tennessee 37243-3000

To: Rutherford County  
 From: Regina Newman  
 Date: November 21, 2013  
 Re: Minority Vendor Status

Enclosed for your signature is a contract between DCS and your agency. Please sign and date the contract and return to our office along with the completion of the information at the bottom of this communication. The Department needs this information for reporting out to the Tennessee legislature and other federal agencies. The Department will not be able to process your contract without this information.

Thanks

*MINORITY — Contractor/Grantee is solely owned or at least 51% owned by a person or persons who control the daily operation of such business and who is one of the following; in the case of non-profit organizations, operations are controlled by a board of directors comprised of 51% or more such individuals (mark ALL of the following descriptions that are applicable).*

For-Profit	<input type="checkbox"/>	Non-Profit	<input type="checkbox"/>
<input type="checkbox"/>	AFRICAN AMERICAN — persons having origins in any of the Black racial groups of African.		
<input type="checkbox"/>	ASIAN AMERICAN — persons having origins in any of the original peoples of the Far East, Southeast Asia and Asia, the subcontinent, or the Pacific Islands		
<input type="checkbox"/>	DISABLED — persons having a physical or mental impairment that in the written opinion of the person's licensed physician, substantially limits one or more of the major life activities of such person, including caring for oneself, and performing manual tasks, which include writing, walking, seeing, hearing, speaking and breathing.		
<input type="checkbox"/>	FEMALE		
<input type="checkbox"/>	HISPANIC AMERICAN — persons of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish or Portuguese origin, culture, or descent, regardless of race, or having a Spanish surname.		
<input type="checkbox"/>	NATIVE AMERICAN — persons having origins in any of the original peoples of North America.		
<input type="checkbox"/>	OTHER — persons of a minority or disadvantaged ethnic background or national origin other than those described above (explain below)		
<input type="checkbox"/>	Not a minority provider.		

**GRANT CONTRACT**

(cost reimbursement grant contract with a federal or Tennessee local or quasi-governmental entity)

<b>Begin Date</b> July 1, 2014	<b>End Date</b> June 30, 2019	<b>Agency Tracking #</b> 35910-20393	<b>Edison ID</b> 39471		
<b>Contractor Legal Entity Name</b> Rutherford County			<b>Edison Vendor ID</b> 2868		
<b>Subrecipient or Vendor</b> <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Vendor		<b>CFDA #</b>			
<b>Service Caption (one line only)</b> State Supplement Juvenile Court Improvement Funds					
<b>Funding —</b>					
<b>FY</b>	<b>State</b>	<b>Federal</b>	<b>Interdepartmental</b>	<b>Other</b>	<b>TOTAL Contract Amount</b>
2015	9,000.00	0.00	0.00	0.00	9,000.00
2016	9,000.00	0.00	0.00	0.00	9,000.00
2017	9,000.00	0.00	0.00	0.00	9,000.00
2018	9,000.00	0.00	0.00	0.00	9,000.00
2019	9,000.00	0.00	0.00	0.00	9,000.00
<b>TOTAL:</b>	<b>45,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45,000.00</b>
<b>American Recovery and Reinvestment Act (ARRA) Funding:</b>				<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<b>Budget Officer Confirmation:</b> There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.			OCR USE - GG		
<b>Speed Chart (optional)</b>		<b>Account Code (optional)</b>			

**GRANT CONTRACT  
BETWEEN THE STATE OF TENNESSEE,  
DEPARTMENT OF CHILDREN'S SERVICES  
AND  
RUTHERFORD COUNTY**

This Grant Contract, by and between the State of Tennessee, Department of Children's Services (DCS), hereinafter referred to as the "State" and Rutherford County, hereinafter referred to as the "Grantee," is for the provision of State Supplement Juvenile Court Improvement Funds, as further defined in the "SCOPE OF SERVICES."

Grantee Edison Vendor ID # 2868

**A. SCOPE OF SERVICES:**

- A.1. The Grantee shall provide all service and deliverables as required, described, and detailed herein and shall meet all service and delivery timelines as specified by this Grant Contract.
- A.2. The Grant may be used to meet the local and state matching requirement in whole or in part for federal juvenile justice funds to employ a Youth Services Officer.
- A.3. The Grantee shall employ or have in its employ a Youth Services Officer to be appointed and supervised by the court exercising juvenile jurisdiction. For the county to be eligible to receive these funds, Youth Services Officer employed by the county shall meet the requirements specified below. The juvenile court shall provide the county or the Tennessee Department of Children's Services upon request, with written documentation that the Youth Services Officer meets these requirements:
- A.3.a. **Qualifications.** A Youth Services Officer shall have completed sixty (60) semester hours or ninety (90) quarter hours of undergraduate credit from an accredited college or university with the major area of study in criminal justice or social science related field. For Youth Services Officers, priority consideration should be given to applicants with fifteen (15) or more semester hours or twenty-two (22) or more quarter hours in the area of psychology, sociology, criminal justice, social work, guidance and counseling, or a related field. The juvenile court shall provide upon request an official transcript for any Youth Services Officer appointed by the court.
- A.3.b. **Employment Status.** The juvenile court shall submit written documentation to the county or the Tennessee Department of Children's Services of the number of hours worked by the Youth Services Officer. Definitions of full-time and part-time employment shall be as follows:
1. A full-time Youth Services Officer shall work the number of hours designated by the county as full-time.
  2. A part-time Youth Services Officer shall work at least 18.5 hours per week.
- A.3.c. **Training.** A Youth Services Officer shall in the first year of employment receive forty hours of training approved by the Tennessee Department of Children's Services. Each Youth Services officer shall receive twenty (20) hours of training during each subsequent year of employment. In counties having more than one Youth Services Officer, staff with direct supervisory responsibility for Youth Services Officers, or those performing the functions of Youth Services Officers, shall receive this minimum amount of training and all other Youth Services Officers shall receive fifteen (15) hours each year.
- A.3.d. **Duties.** The duties of a Youth Services Officer shall be those described in the Tennessee Code Annotated, Section 37-1-106. Courts using these funds shall submit record-keeping forms each month to the Tennessee Council of Juvenile and Family Court Judges as required by the Council.

- A.4. The Grantee shall submit Tennessee Department of Children's Services Juvenile Justice Division State Supplement Funds Quarterly Report (Attachment A) a report on a form provided by the Tennessee Department of Children's Services describing quarterly expenditures, whether the Youth Services Officer is a full-time or part-time employee, the number of hours worked during the quarter by the Youth Services Officer, information about the training received by the Youth Services Officer and a statement of impact on improving juvenile court services.
- A.4.a. The juvenile court shall, upon request, provide the county with information necessary to complete this report.
- A.4.b. Quarterly reports shall be due on or before November 1, February 1, May 1 and seven working days before July 1.
- A.4.c. The Tennessee Department of Children's Services may contact any county during the fiscal year to inquire into and evaluate the county's use of funds.
- A.4.d. Failure to submit quarterly reports may result in loss of state juvenile justice supplement funds for the immediately following fiscal year.
- A.5. The Grantee shall provide, in counties where more than one court exercises juvenile jurisdiction, each juvenile court with an equitable share of the county's allocation as determined by percentage of juvenile intakes or some other appropriate measure approved by the Executive Director of the Tennessee Department of Children's Services.
- A.6. The Grantee shall pool, if mutually desired, with another county, state juvenile justice supplements for use in projects to improve juvenile court services in the affected counties.
- A.7. The Grantee shall comply with all applicable rules of the Tennessee Department of Children's Services currently in effect or as amended from time to time.
- A.8. The Grantee shall comply with requirements regarding documentation, subcontracting, and criminal background and sex registry checks included in Attachment B.
- A.9. The Grantee shall use state juvenile justice supplement funds to improve juvenile court services and/or to provide community alternatives to detention. The juvenile court shall provide the county or the Tennessee Department of Children's Services upon request, the information necessary to verify that these funds were expended in accordance with these rules. These funds shall not be expended as set out below:
- a. The funds appropriated to a county in a given fiscal year shall not be used to supplant county expenditures for juvenile court services made in that or any other fiscal year.
  - b. The funds shall not be used in construction of or remodeling of jail facilities where any adults alleged to have committed or who have been convicted of a criminal offense are detained.

**B. CONTRACT PERIOD:**

This Grant Contract shall be effective for the period beginning July 1, 2014, and ending on June 30, 2019. The Grantee hereby acknowledges and affirms that the State shall have no obligation for Grantee services or expenditures that were not completed within this specified contract period.

**C. PAYMENT TERMS AND CONDITIONS:**

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed Forty Five Thousand Dollars (\$45,000.00). The Grant Budget, attached and incorporated

hereto as Attachment C, shall constitute the maximum amount due the Grantee for all service and Grantee obligations hereunder. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.

- C.2. Compensation Firm. The maximum liability of the State is not subject to escalation for any reason unless amended. The Grant Budget amounts are firm for the duration of the Grant Contract and are not subject to escalation for any reason unless amended, except as provided in section C.6.
- C.3. Payment Methodology. The Grantee shall be reimbursed for actual, reasonable, and necessary costs based upon the Grant Budget, not to exceed the maximum liability established in section C.1. Upon progress toward the completion of the work, as described in section A of this Grant Contract, the Grantee shall submit invoices prior to any reimbursement of allowable costs.
- C.4. Travel Compensation. Reimbursement to the Grantee for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement.
- C.5. Invoice Requirements. The Grantee shall invoice the State no more often than monthly, with all necessary supporting documentation, and present such to as Attachment D :

Pam McCain, DCS Program Coordinator  
 Department of Children's Services  
 Division of Juvenile Justice  
 9<sup>th</sup> Floor, Cordell Building  
 436 6<sup>th</sup> Ave North  
 Nashville, TN37243-1290  
[Pam.McCain@tn.gov](mailto:Pam.McCain@tn.gov)  
 Telephone # 615-532-1356  
 FAX# 615-741-2559

- a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
- (1) Invoice/Reference Number (assigned by the Grantee).
  - (2) Invoice Date.
  - (3) Invoice Period (to which the reimbursement request is applicable).
  - (4) Grant Contract Number (assigned by the State).
  - (5) Grantor: Department of Children's Services, Juvenile Court Prevention Services.
  - (6) Grantor Number (assigned by the Grantee to the above-referenced Grantor).
  - (7) Grantee Name.
  - (8) Grantee Tennessee Edison Registration ID Number Referenced in Preamble of this Grant Contract.
  - (9) Grantee Remittance Address.
  - (10) Grantee Contact for Invoice Questions (name, phone, and/or fax).
  - (11) Itemization of Reimbursement Requested for the Invoice Period— it must detail, at minimum, all of the following:
    - i. The amount requested by Grant Budget line-item (including any travel expenditure reimbursement requested and for which documentation and receipts, as required by "State Comprehensive Travel Regulations," are attached to the invoice).
    - ii. The amount reimbursed by Grant Budget line-item to date.
    - iii. The total amount reimbursed under the Grant Contract to date.

- iv. The total amount requested (all line-items) for the Invoice Period.
- b. The Grantee understands and agrees to all of the following.
    - (1) An invoice under this Grant Contract shall include only reimbursement requests for actual, reasonable, and necessary expenditures required in the delivery of service described by this Grant Contract and shall be subject to the Grant Budget and any other provision of this Grant Contract relating to allowable reimbursements.
    - (2) An invoice under this Grant Contract shall not include any reimbursement request for future expenditures.
    - (3) An invoice under this Grant Contract shall initiate the timeframe for reimbursement only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.
- C.6. Budget Line-items. Expenditures, reimbursements, and payments under this Grant Contract shall adhere to the Grant Budget. The Grantee may vary from a Grant Budget line-item amount by up to twenty percent (20%) of the line-item amount, provided that any increase is off-set by an equal reduction of other line-item amount(s) such that the net result of variances shall not increase the total Grant Contract amount detailed by the Grant Budget. Any increase in the Grant Budget, grand total amounts shall require an amendment of this Grant Contract.
- C.7. Disbursement Reconciliation and Close Out. The Grantee shall submit any final invoice and a grant disbursement reconciliation report within sixty (60) days of the Grant Contract end date and in form and substance acceptable to the State.
- a. If total disbursements by the State pursuant to this Grant Contract exceed the amounts permitted by the section C, payment terms and conditions of this Grant Contract, the Grantee shall refund the difference to the State. The Grantee shall submit said refund with the final grant disbursement reconciliation report.
  - b. The State shall not be responsible for the payment of any invoice submitted to the state after the grant disbursement reconciliation report. The State will not deem any Grantee costs submitted for reimbursement after the grant disbursement reconciliation report to be allowable and reimbursable by the State, and such invoices will NOT be paid.
  - c. The Grantee's failure to provide a final grant disbursement reconciliation report to the state as required shall result in the Grantee being deemed ineligible for reimbursement under this Grant Contract, and the Grantee shall be required to refund any and all payments by the state pursuant to this Grant Contract.
  - d. The Grantee must close out its accounting records at the end of the contract period in such a way that reimbursable expenditures and revenue collections are NOT carried forward.
- C.8. Indirect Cost. Should the Grantee request reimbursement for indirect cost, the Grantee must submit to the State a copy of the indirect cost rate approved by the cognizant federal agency and the State. The Grantee will be reimbursed for indirect cost in accordance with the approved indirect cost rate and amounts and limitations specified in the attached Grant Budget. Once the Grantee makes an election and treats a given cost as direct or indirect, it must apply that treatment consistently and may not change during the contract period. Any changes in the approved indirect cost rate must have prior approval of the cognizant federal agency and the State. If the indirect cost rate is provisional during the period of this agreement, once the rate becomes final, the Grantee agrees to remit any overpayment of funds to the State, and subject to the availability of funds the State agrees to remit any underpayment to the Grantee.

- C.9. Cost Allocation. If any part of the costs to be reimbursed under this Grant Contract are joint costs involving allocation to more than one program or activity, such costs shall be allocated and reported in accordance with the provisions of Department of Finance and Administration Policy Statement 03 or any amendments or revisions made to this policy statement during the contract period.
- C.10. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any reimbursement, invoice, or matter in relation thereto. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount as an allowable cost.
- C.11. Unallowable Costs. Any amounts payable to the Grantee shall be subject to reduction for amounts included in any invoice or payment theretofore made, which are determined by the State, on the basis of audits or monitoring conducted in accordance with the terms of this Grant Contract, not to constitute allowable costs.
- C.12. Deductions. The State reserves the right to deduct from amounts, which are or shall become due and payable to the Grantee under this or any contract between the Grantee and the State of Tennessee any amounts, which are or shall become due and payable to the State of Tennessee by the Grantee.
- C.13. Prerequisite Documentation. The Grantee shall not invoice the State under this Grant Contract until the State has received the following documentation properly completed.
- a. The Grantee shall complete, sign, and present to the State an "Authorization Agreement for Automatic Deposit (ACH Credits) Form" provided by the State. By doing so, the Grantee acknowledges and agrees that, once said form is received by the State, all payments to the Grantee, under this or any other contract the Grantee has with the State of Tennessee shall be made by Automated Clearing House (ACH).
  - b. The Grantee shall complete, sign, and present to the State a "Substitute W-9 Form" provided by the State. The taxpayer identification number detailed by said form must agree with the Federal Employer Identification Number or Social Security Number referenced in this Grant Contract or the Grantee's Tennessee Edison Registration.

**D. STANDARD TERMS AND CONDITIONS:**

- D.1. Required Approvals. The State is not bound by this Grant Contract until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. Except as specifically provided herein, this Grant Contract may be modified only by a written amendment signed by all parties hereto and approved by both the officials who approved the base contract and, depending upon the specifics of the contract as amended, any additional officials required by Tennessee laws and regulations (said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Grant Contract without cause for any reason. Said termination shall not be deemed a breach of contract by the State. The State shall give the Grantee at least thirty (30) days written notice before the effective termination date. The Grantee shall be entitled to compensation for authorized expenditures and satisfactory services completed as of the termination date, but in no event shall the State be liable to the Grantee for compensation for any service which has not been rendered. The final decision as to the amount,

for which the State is liable, shall be determined by the State. Should the State exercise this provision, the Grantee shall not have any right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

- D.4. Termination for Cause. If the Grantee fails to properly perform its obligations under this Grant Contract in a timely or proper manner, or if the Grantee violates any terms of this Grant Contract, the State shall have the right to immediately terminate the Grant Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the above, the Grantee shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Grant Contract by the Grantee.
- D.5. Subcontracting. The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this contract pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall be the prime contractor and shall be responsible for all work performed.
- D.6. Conflicts of Interest. The Grantee warrants that no part of the total Grant Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
- D.7. Lobbying. The Grantee certifies, to the best of its knowledge and belief, that:
- a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
  - c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, *U.S. Code*.

- D.8. Nondiscrimination. The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other

classification protected by Federal, Tennessee State constitutional, or statutory law. The Grantee shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

- D.9. Public Accountability. If the Grantee is subject to *Tennessee Code Annotated*, Title 8, Chapter 4, Part 4, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program, and the Grantee shall display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least twelve inches (12") in height and eighteen inches (18") in width stating:
- NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454
- D.10. Public Notice. All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee shall include the statement, "This project is funded under an agreement with the State of Tennessee." Any such notices by the Grantee shall be approved by the State.
- D.11. Licensure. The Grantee and its employees and all sub-grantees shall be licensed pursuant to all applicable federal, state, and local laws, ordinances, rules, and regulations and shall upon request provide proof of all licenses.
- D.12. Records. The Grantee (and any approved subcontractor) shall maintain documentation for all charges under this Contract. The books, records, and documents of the Grantee (and any approved subcontractor), insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of three (3) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon reasonable notice by the state agency, the Comptroller of the Treasury, or duly appointed representatives. The records of not-for-profit entities shall be maintained in accordance with the *Accounting and Financial Reporting for Not-for-Profit Recipients of Grant Funds in Tennessee*, published by the Tennessee Comptroller of the Treasury and found at <http://www.comptroller1.state.tn.us/ma/finreptmanual.asp>. The records for local governments shall be maintained in accordance with the *Internal Control and Compliance Manual for Tennessee Municipalities*, published by the Tennessee Comptroller of the Treasury and found at <http://www.comptroller1.state.tn.us/ma/citymanual.asp> and in accordance with GFOA's publication, *Governmental Accounting, Auditing and Financial Reporting*.
- D.13. Prevailing Wage Rates. All grants and contracts for construction, erection, or demolition or to install goods or materials that involve the expenditure of any funds derived from the State require compliance with the prevailing wage laws as provided in *Tennessee Code Annotated*, Section 12-4-401 *et seq.*
- D.14. Monitoring. The Grantee's activities conducted and records maintained pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.15. Progress Reports. The Grantee shall submit brief, periodic, progress reports to the State as requested.
- D.16. Annual Report and Audit. The Grantee shall prepare and submit, within nine (9) months after the close of the reporting period, an annual report of its activities funded under this Grant Contract to the commissioner or head of the Granting agency, the Tennessee Comptroller of the Treasury,

and the Commissioner of Finance and Administration. The annual report for any Grantee that receives five hundred thousand dollars (\$500,000) or more in aggregate federal and state funding for all its programs shall include audited financial statements. All books of account and financial records shall be subject to annual audit by the Tennessee Comptroller of the Treasury or the Comptroller's duly appointed representative. When an audit is required, the Grantee may, with the prior approval of the Comptroller, engage a licensed independent public accountant to perform the audit. The audit contract between the Grantee and the licensed independent public accountant shall be on a contract form prescribed by the Tennessee Comptroller of the Treasury. Any such audit shall be performed in accordance with generally accepted government auditing standards, the provisions of OMB Circular A-133, if applicable, and the *Audit Manual for Governmental Units and Recipients of Grant Funds* published by the Tennessee Comptroller of the Treasury. The Grantee shall be responsible for reimbursement of the cost of the audit prepared by the Tennessee Comptroller of the Treasury, and payment of fees for the audit prepared by the licensed independent public accountant. Payment of the audit fees of the licensed independent public accountant by the Grantee shall be subject to the provisions relating to such fees contained in the prescribed contract form noted above. Copies of such audits shall be provided to the designated cognizant state agency, the State Granting Department, the Tennessee Comptroller of the Treasury, and the Department of Finance and Administration and shall be made available to the public.

- D.17. Procurement. If other terms of this Grant Contract allow reimbursement for the cost of goods, materials, supplies, equipment, and/or contracted services, such procurement(s) shall be made on a competitive basis, including the use of competitive bidding procedures, where practical. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Contract. In each instance where it is determined that use of a competitive procurement method is not practical, supporting documentation shall include a written justification for such decision and non-competitive procurement. Further, and notwithstanding the foregoing, if such reimbursement is to be made with funds derived wholly or partially from federal sources, the determination of cost shall be governed by and reimbursement shall be subject to the Grantee's compliance with applicable federal procurement requirements.

The Grantee shall obtain prior approval from the State before purchasing any equipment under this Grant Contract.

- D.18. Strict Performance. Failure by any party to this Grant Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this agreement shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Grant Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties hereto.
- D.19. Independent Contractor. The parties hereto, in the performance of this Grant Contract, shall not act as employees, partners, joint venturers, or associates of one another. It is expressly acknowledged by the parties hereto that such parties are independent contracting entities and that nothing in this Grant Contract shall be construed to create a principal/agent relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

The Grantee, being a political subdivision of the State, is governed by the provisions of the Tennessee Government Tort Liability Act, *Tennessee Code Annotated*, Sections 29-20-101 *et seq.*, for causes of action sounding in tort. Further, no contract provision requiring a Tennessee political entity to indemnify or hold harmless the State beyond the liability imposed by law is enforceable because it appropriates public money and nullifies governmental immunity without the authorization of the General Assembly.

- D.20. State Liability. The State shall have no liability except as specifically provided in this Grant Contract.
- D.21. Force Majeure. The obligations of the parties to this Grant Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, natural disasters, riots, wars, epidemics, or any other similar cause.
- D.22. State and Federal Compliance. The Grantee shall comply with all applicable state and federal laws and regulations in the performance of this Grant Contract.
- D.23. Governing Law. This Grant Contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The Grantee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Grant Contract. The Grantee acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising there from, shall be subject to and limited to those rights and remedies, if any, available under *Tennessee Code Annotated*, Sections 9-8-101 through 9-8-407.
- D.24. Completeness. This Grant Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Grant Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.
- D.25. Severability. If any terms and conditions of this Grant Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Grant Contract are declared severable.
- D.26. Headings. Section headings are for reference purposes only and shall not be construed as part of this Grant Contract.

**E. SPECIAL TERMS AND CONDITIONS:**

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Grant Contract, these special terms and conditions shall control.
- E.2. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Grant Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by EMAIL or facsimile transmission with recipient confirmation. Any such communications, regardless of method of transmission, shall be addressed to the respective party at the appropriate mailing address, facsimile number, or EMAIL address as set forth below or to that of such other party or address, as may be hereafter specified by written notice.

The State:

Pam McCain, Program Coordinator  
 Department of Children's Services  
 9<sup>th</sup> Floor, Cordell Hull Building  
 436 6th Ave. North  
 Nashville, TN 37214  
 Pam.McCain@tn.gov  
 Telephone # 615-532-1356

FAX # 615-741-2559

The Grantee:

Todd Savage, Youth Services Officer  
 Rutherford County  
 1710 South Church Street  
 Murfreesboro, TN 37130  
 Tsavage@rutherfordcountyttn.gov  
 Telephone # 615-898-7850  
 FAX # 615-907-3148

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- E.3. Subject to Funds Availability. The Grant Contract is subject to the appropriation and availability of State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate the Grant Contract upon written notice to the Grantee. Said termination shall not be deemed a breach of contract by the State. Upon receipt of the written notice, the Grantee shall cease all work associated with the Grant Contract. Should such an event occur, the Grantee shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Grantee shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- E.4. Charges to Service Recipients Prohibited. The Grantee shall not collect any amount in the form of fees or reimbursements from the recipients of any service provided pursuant to this Grant Contract.
- E.5. Confidentiality of Records. Strict standards of confidentiality of records and information shall be maintained in accordance with applicable state and federal law. All material and information, regardless of form, medium or method of communication, provided to the Grantee by the State or acquired by the Grantee on behalf of the State shall be regarded as confidential information in accordance with the provisions of applicable state and federal law, state and federal rules and regulations, departmental policy, and ethical standards. Such confidential information shall not be disclosed, and all necessary steps shall be taken by the Grantee to safeguard the confidentiality of such material or information in conformance with applicable state and federal law, state and federal rules and regulations, departmental policy, and ethical standards.

The Grantee's obligations under this section do not apply to information in the public domain; entering the public domain but not from a breach by the Grantee of this Grant Contract; previously possessed by the Grantee without written obligations to the State to protect it; acquired by the Grantee without written restrictions against disclosure from a third party which, to the Grantee's knowledge, is free to disclose the information; independently developed by the Grantee without the use of the State's information; or, disclosed by the State to others without restrictions against disclosure. Nothing in this paragraph shall permit Grantee to disclose any information that is confidential under federal or state law or regulations, regardless of whether it has been disclosed or made available to the Grantee due to intentional or negligent actions or inactions of agents of the State or third parties.

It is expressly understood and agreed the obligations set forth in this section shall survive the termination of this Grant Contract.

- E.6. HIPAA Compliance. The State and the Grantee shall comply with obligations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its accompanying regulations.

- a. The Grantee warrants to the State that it is familiar with the requirements of HIPAA and its accompanying regulations, and will comply with all applicable HIPAA requirements in the course of this contract.
- b. The Grantee warrants that it will cooperate with the State, including cooperation and coordination with State privacy officials and other compliance officers required by HIPAA and its regulations, in the course of performance of the grant so that both parties will be in compliance with HIPAA.
- c. The State and the Grantee will sign documents, including but not limited to business associate agreements, as required by HIPAA and that are reasonably necessary to keep the State and the Grantee in compliance with HIPAA. This provision shall not apply if information received by the State under this grant is NOT "protected health information" as defined by HIPAA, or if HIPAA permits the State to receive such information without entering into a business associate agreement or signing another such document.
- E.7. **Prohibited Advertising.** The Grantee shall not refer to this Grant or the Grantee's relationship with the State hereunder in commercial advertising in such a manner as to state or imply that the Grantee or the Grantee's services are endorsed. It is expressly understood and agreed that the obligations set forth in this section shall survive the termination of this Grant in perpetuity.
- E.8. **Environmental Tobacco Smoke.** Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the Tennessee "Children's Act for Clean Indoor Air of 1995," the Grantee shall prohibit smoking of tobacco products within any indoor premises in which services are provided to individuals under the age of eighteen (18) years. The Grantee shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines. This prohibition shall apply to and be made part of any subcontract related to this Grant Contract.
- E.9. **Disclosure of Personal Identity Information.** The Grantee shall report to the State any instances of unauthorized disclosure of confidential information that come to the attention of the Grantee. Any such report shall be made by the Grantee within twenty-four (24) hours after the instance has come to the attention of the Grantee. The Grantee, at the sole discretion of the State, shall provide no cost credit monitoring services for individuals that are deemed to be part of a potential disclosure. The Grantee shall bear the cost of notification to individuals having personal identity information involved in a potential disclosure event, including individual letters and/or public notice.
- E.10. **Drug -Free Workplace.** The Grantee shall provide a drug-free workplace pursuant to the Drug-Free Workplace Act of 1988, 41 U.S.C. § 8103.
- E.11. **Not a DCS Employee.** The Grantee shall inform the client in writing that the Grantee is a private provider and not an employee of the State.
- E.12. **Criminal Background Check.** Prior to the provision of any services for this Grant, all Grantee personnel performing work under this Grant shall provide fingerprint samples to effect a criminal history records check conducted by the Tennessee Bureau of Investigation. Fingerprints may only be submitted at DCS approved sites where they can be processed electronically. Grantee personnel can obtain specific procedural information for the submission of fingerprints by e-mailing the DCS Internal Affairs office at: [dcs.la.fp@tn.gov](mailto:dcs.la.fp@tn.gov).
- The Grantee shall be responsible for the payment of all fee(s) for Grantee personnel providing their fingerprint samples and submitting to a criminal history review.
- E.13. **State Resource Directory Requirement.** The Grantee shall for each of its programs serving children, families, and/or caregivers, create an agency program profile in the designated state resource directory. The State shall notify Grantee when the designated state resource directory

is activated and ready for enrollment. Grantee shall have thirty (30) days from the date of notification to enter its agency program profile(s) into the designated resource directory. Grantee shall update its agency program profile(s) in the designated state resource directory at least every six months. In addition, Grantee shall update its agency program profile(s) within ten (10) days of any change in information. The State will monitor all agency program profile(s) for update activity.

- E.14. Evidence-Based Programs. Pursuant to Tenn. Code Ann. § 37-5-121, the Department of Children's Services is prohibited from expending state funds on any juvenile justice program or program related to the prevention, treatment or care of delinquent juveniles, including any service model or delivery system in any form or by any name, unless the program is evidence-based. "Evidence-based" means a program or practice that is governed by a program manual or protocol that specifies the nature, quality, and amount of service that constitutes the program; and scientific research using methods that meet high scientific standards for evaluating the effects of such programs must have demonstrated with two (2) or more separate client samples that the program improves client outcomes central to the purpose of the program.

The Grantee and any of the Grantee's subcontractors shall cooperate with the State in evaluating whether its services are evidence-based or otherwise, and will provide program and service details, efficacy data and any information required or requested by the State, consistent with State and federal law regarding confidentiality, for the purpose of complying with this statute for monitoring and quality control. The Grantee further acknowledges and understands that the intent of the law is to discontinue programs and services that are not supported by the evidence of impartial scientific investigation as outlined by statute, rules and regulations which have been, or may be, promulgated by the Department of Children's Services. By affixing its signature below, the Grantee understands and agrees that the Department of Children's Services is compelled by law to terminate this Grant instrument if services with any Grantee or the Grantee's subcontractor(s) are not proven to be evidence-based and if continuation of this Grant shall cause the Department of Children's Services not to be in compliance with such statute within the timetable set forth in Tenn. Code Ann. § 37-5-121.

- E.15. Grantee Participation. Grantee Participation amount(s) detailed in the Grant Budget are intended as a goal for the total project, and the amount of actual Grantee Participation expenditures will not impact the maximum amounts reimbursable to the Grantee as detailed by the Grant Budget column, "Grant Contract."

- E.16. Debarment and Suspension. The Grantee certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
- b. have not within a three (3) year period preceding this Grant Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
- c. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
- d. have not within a three (3) year period preceding this Grant Contract had one or more public transactions (federal, state, or local) terminated for cause or default.

The Grantee shall provide immediate written notice to the State if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified.

**IN WITNESS WHEREOF,**

**RUTHERFORD COUNTY:**

---

**GRANTEE SIGNATURE**

**DATE**

---

**PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)**

**DEPARTMENT OF CHILDREN'S SERVICES:**

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**JAMES M. HENRY, COMMISSIONER**

**DATE**



Tennessee Department of Children's Services  
Juvenile Justice Division  
State Supplement Funds Quarterly Report

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
County: \_\_\_\_\_ Prepared by: \_\_\_\_\_ EIN: \_\_\_\_\_  
Address: \_\_\_\_\_ Grant Contract Number: \_\_\_\_\_

QUARTER: JUL-SEP \_\_\_\_\_ OCT-DEC \_\_\_\_\_ JAN-MAR \_\_\_\_\_ APR-JUN \_\_\_\_\_ (FINAL REPORT)  
DUE: NOV 1<sup>ST</sup> DUE: FEB 1<sup>ST</sup> DUE: MAY 1<sup>ST</sup> DUE: June 25<sup>th</sup> or before

(1). Expenditures this quarter and year -to-date expenditures. (Use additional pages if needed).

	This QUARTER Expenditures	YEAR TO DATE Expenditures
Salary- YSO.....	\$ _____	\$ _____
Salary- Other.....	\$ _____	\$ _____
Benefits.....	\$ _____	\$ _____
Travel.....	\$ _____	\$ _____
Training.....	\$ _____	\$ _____
Equipment.....	\$ _____	\$ _____
Supplies.....	\$ _____	\$ _____
Other.....	\$ _____	\$ _____
<b>TOTAL.....</b>	<b>\$ _____</b>	<b>\$ _____</b>

(2). Equipment Purchased:

<u>ITEM</u>	<u>ID TAG #</u>	<u>DATE PURCHASED</u>	<u>AMOUNT</u>
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(Use additional pages if needed)

(3). Training your staff received this quarter- Please use the State Supplement Log to record training and employment status (FT or PT) for each YSO/PO (Enclose training certificate AND agenda). Note: Only 8 hours can be done by distance learning/internet.

(4). # Youth referred to your court this quarter \_\_\_\_\_  
A. # of Informal Adjustments this quarter \_\_\_\_\_  
B. # of Pre-trial Diversions this quarter \_\_\_\_\_

(5). Any new court programs developed this quarter to serve youth.

County Mayor & Telephone No. \_\_\_\_\_

Lead YSO & Telephone No. \_\_\_\_\_



## ATTACHMENT B

### ADDITIONAL REQUIREMENTS

1. **DOCUMENTATION-** To ensure that all sub-recipients are fully aware of the importance of maintaining written document, the following requirement statement is provided:

Department of Finance and Administration Policy 22 requires that all sub-recipients receiving state and/or federal funds from state departments, agencies, and commissions in Tennessee be monitored on a regular basis following monitoring guidelines established by the Department of Finance and Administration in consultation with the Comptroller of the Treasury. Core monitoring areas to be covered include: activities allowed or not allowed, civil rights, allowable costs/costs principles; eligibility; matching; level of effort, and earmarking; program income; cash management; Davis-Bacon Act; equipment and real property management; period of availability of funds; procurement, suspension and debarment; real property acquisition and relocation assistance; reporting; and special tests and provisions. Your contract will be monitored by DCS following these guidelines. It is important that each sub-recipient receiving Tennessee Department of Children's Services maintain written documentation to support program and fiscal activities included in your approved contract and application. The absence of written documentation could result in monitoring findings.

2. **SUBCONTRACTING-** Section D.5 of your Tennessee Department of Children's Services contract states that "The Grantee shall not assign this Grant Contract or enter into a subcontract for any of the services performed under this Grant Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, they shall contain, at a minimum, sections of this Grant Contract below pertaining to "Conflicts of Interest," "Lobbying," "Nondiscrimination," "Public Accountability," "Public Notice," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Grantee shall be the prime contractor and shall be responsible for all work performed." Please provide the information below if your agency seeks to subcontract.
  - a. Your completed sub-contract(s) before final execution. The Program Coordinator will inform you within one week in writing if your subcontract has been approved.
  - b. A written rationale for entering into the sub-contract (i.e. lack of necessary expertise on staff, lack of staff time, etc.).
  - c. A description of the process used by your agency in selecting a particular sub-contract proposal (i.e. request for proposals, sole-source, referral, newspaper ad, etc.).
  - d. A description of the criteria used by your agency in selecting a particular sub-contractor (i.e. ratings sheet, interview results, etc.) and an explanation as to why a particular sub-contractor was selected.

- e. If the agency signature on the sub-contract is to someone other than the signatory on your DCS contract, a copy of the written authorization to enter into the sub-contract from the signatory to the person who signed the sub-contract.
  - f. An explanation from your agency if the sub-contractor recipient, or sub-contractor corporation officials, are related by birth or marriage to officers of your agency, staff members of your agency, or members of your authorizing board of commissions.
3. **CRIMINAL BACKGROUND & SEX REGISTRY CHECKS-** Pursuant to the Tennessee Code Annotated 37-1-414 and 37-5-511 and as per E.12 of your Tennessee Department of Children's Services contract:  
The Tennessee Department of Children's Services is requiring that all staff and volunteers who provide direct services to minors, be required to undergo criminal background and sex registry checks prior to their employment or volunteer service; and annual checks thereafter. All documentation supporting the background and sex registry checks should be retained by the agency and available for monitoring review.
4. **NONDISCRIMINATION-**  
Pursuant to the Tennessee Code Annotated 4-21-904 and as per Section D.8 of your Tennessee Department of Children's Services contract:  
The grantee hereby agrees to comply with Title VI of the Civil Rights Act of 1964, any directives or regulations and specifically will ensure that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the grantee receives financial assistance from the Tennessee Department of Children's Services
- The grantee agrees to compile data, maintain records, and submit reports as required to permit effective enforcement of Title VI, and permit the Tennessee Department of Children's Services personnel during normal working hours to review such records, books, and accounts as needed to ascertain compliance with Title VI.
- In addition, the grantee agrees to provide annual training to staff and volunteers pursuant to the training standards as set by the Tennessee Department of Children's Services.

## ATTACHMENT C

Page 1

<b>GRANT BUDGET</b>				
<b>GRANTEE: Rutherford County</b>				
<b>PROGRAM AREA: State Supplement Juvenile Court Improvement Funds REGION: Rutherford County</b>				
<b>The grant budget line-item amounts below shall be applicable only to expense incurred during the following</b>				
<b>Applicable Period: BEGIN: July 1, 2014 END: June 30, 2019</b>				
<b>POLICY 03 Object Line-item Reference</b>	<b>EXPENSE OBJECT LINE-ITEM CATEGORY <sup>1</sup></b>	<b>GRANT CONTRACT</b>	<b>GRANTEE PARTICIPATION</b>	<b>TOTAL PROJECT</b>
1. 2	Salaries, Benefits & Taxes	45,000.00	0.00	45,000.00
4. 15	Professional Fee, Grant & Award <sup>2</sup>	0.00	0.00	0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	0.00	0.00	0.00
11. 12	Travel, Conferences & Meetings	0.00	0.00	0.00
13	Interest <sup>2</sup>	0.00	0.00	0.00
14	Insurance	0.00	0.00	0.00
16	Specific Assistance To Individuals	0.00	0.00	0.00
17	Depreciation <sup>2</sup>	0.00	0.00	0.00
18	Other Non-Personnel <sup>2</sup>	0.00	0.00	0.00
20	Capital Purchase <sup>2</sup>	0.00	0.00	0.00
22	Indirect Cost	0.00	0.00	0.00
24	In-Kind Expense	0.00	0.00	0.00
25	<b>GRAND TOTAL</b>	<b>45,000.00</b>	<b>0.00</b>	<b>45,000.00</b>

<sup>1</sup> Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.state.tn.us/finance/act/documents/policy3.pdf>).

<sup>2</sup> Applicable detail follows this page if line-item is funded.

**ATTACHMENT D**

**STATE OF TENNESSEE DEPARTMENT OF CHILDREN SERVICES  
LINE-ITEM REIMBURSEMENT GRANT INVOICE**

NAME AND REMITTANCE ADDRESS OF GRANTEE: \_\_\_\_\_ GRANT CONTRACT TYPE \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_  
 \_\_\_\_\_ GRANT CONTRACT # \_\_\_\_\_ CONTACT TEL# \_\_\_\_\_  
 \_\_\_\_\_ GRANT PERIOD \_\_\_\_\_ CONTACT FAX# \_\_\_\_\_  
 \_\_\_\_\_ GRANTEE TAX ID # \_\_\_\_\_ INVOICE DATE \_\_\_\_\_

Invoice Period From \_\_\_\_\_ To \_\_\_\_\_ Invoice/Grantee's Assigned Reference # \_\_\_\_\_ Grantee's Assigned # to Account/Grantor Name \_\_\_\_\_

Cost	Category or Program	A Total Program Budget	B Total DCS Contract Budget	C Total Actual Expenditures to Date	D Total Actual Expenditures for This Month	E Agency Match	F Amount Due from State	G Comments
1	Salaries							
2	Benefits and Taxes							
4,15	Professional Fee/Grant & Award							
5,6,7,8, 9, 10, 11 & 12	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publication, & Travel/Conferences & Meeting							
13	Interest							
14	Insurance							
16	Specific Assistance to Individuals							
17	Depreciation							
18	Other Non-Personnel							
20	Capital Purchase							
22	Indirect Cost							
25	Grand Total							

I hereby certify, to the best of my knowledge, the accuracy of the information provided in this invoice. The amounts billed have not been previously requested and are in accordance with the contract terms and conditions. The invoice includes only reimbursement requests for actual, reasonable, and necessary expenditures required in this contract and does not include any reimbursement requests for future expenditures.

DCS OFFICE USE ONLY		
TC	MOD	
ALLOT	FD	
CC	OBJ	AG OBJ
DV NO.	REF	FFY
VIN		
DUE	DESC	

GRANTEE'S AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DCS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME GRANTEE \_\_\_\_\_ Phone # ( ) - \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ Phone # ( ) - \_\_\_\_\_